Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor: MAST International
Region/Locality: Southside
Period: Dec-02

Activity Report						
Task	Locality	% Complete	Total Hours	Hours this period	Comments	
Active Tasks						
(5)Request contract from Verizon for CPE	Amelia			. 1	Contacted Tom Griffith	
(7)Review&update wireless Trunkline/MSAG data	Amelia				Updated MSAG ledger sent	
(7)Requested updated tower location info from PSAP	Amelia				Contacted Sgt. Almarode	
(9)Reviewed software issues ref TIU w/Sgt.Almarode	Amelia				Problems w/equip	
(4)Review funding percentage for FY2003	Brunswick			1.25	Calls still running 24%+ for year	
(8)Contact WSP ref tower locations info	Brunswick			2		
(9)On-site mtg. To coordinate CPE installation	Brunswick			1.75	Shirely Broadnax/Leslie Weddington	
(7)Coordinate with all stakeholders on CPE install	Brunswick			3	PSAP/Verizon	
(10)Reviewed legal action	Brunswick			4	Telepage filing suit	
(14)Coorespondence w/PSAP ref install staus	Brunswick			2.25	Issues w/Verizon schedule discussed	
(8)Contacted WSP ref. Tower locations/Testing	Charlotte			1.75	Mark Lonstaff handling test schedule	
(10)Mtg. W/Lisa Meyers ref. PSAP status	Charlotte			1	Reviewed cut-over status	
(14)Reviewed WSP cut-over status	Charlotte			1	M.Longstaff to provide further info	
(1)Moving CPE equipment to new location	Cumberland			1	Current room water damaged	
(5)Researched service agreements	Cumberland			4	No current agreements for anything	
(5)Draft service agreement for backup PSAP	Cumberland			1	Plan to use Farmville as Backup	
(8)Contacted WSP ref. Tower locations info	Cumberland			2.5	Requests being reviewed	
(10)Prep for &Mtg. W/Paula Ellison ref PSAP status	Cumberland			2	TDS vendor requested mtg.	
(1)Address additional CPE position upgrades	Farmville			2	New facility w/additional positions	
(5)Reviewed drafts for Service Agreements	Farmville			1	Need new agreements	
(10)Mtg. W/Jerry Spates Town Mgr.	Farmville			1	Reviewed current status/new building	
(7)Prepare action plan to use	Halifax			3	Will present to Bober 01/03	
(10)Reviewed current status w/ Allen Bober	Halifax			1	Rural development grant not accepted	
(7)Review tower routings	Lunenburg			1.5	Will need to be addressed w/Region	
(7)Revise cut-over procedures w/WSP/LEC	Lunenburg			3.5	New procedures to avoid future delays	
(7)Contacted Emmy Isabell (Sprint)	Lunenburg			1	Work through scheduling problem	
(14)Reviewed delays w/stakeholders on cut-over	Lunenburg			6.5	Router issues resolved/date set	
(4)Reviewed request for Recorder	Mecklenburg			1	Shared cost for upgrade	
(7)Contacted PSAP reference tower info	Mecklenburg			1.5	All tower locations identified	

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(10)On-site review current status	Mecklenburg			2	Collected info and documententation
(10)Mtg. wGloria Gray &Sheriff Parrish ref status	Nottoway			1	Need to prepare for mtg. W/Board
(1)Prepared assessment draft for CPE upgrade	Nottoway			4	Will present to Board 01/03
(2)Router status for Lunenburg/Farmville/Nottoway	Region			3.5	Sprint advised 01/03 readiness date
(3)Review Phase I letters for deadlines	Region			3.3	Updates to be isssued 01/03
(5)Mutual Aid Agreement form to PSAP	Region			3	PSAPs to review for use
(7)Prepared mtg.packages for Mapping info/CPE	Region			24	Packages for all PSAP to review
(7)Coord. mtg w/vendors &PSAPs for Mapping info					
(7)Coordinate testing dates/tower information	Region		12 Vendors to present info 16 Develop schedule w/LEC/W		Develop schedule w/LEC/WSP/PSAP
	Region				
(8)Research cell sector maps/update	Region		16 WSPs/PSAPs		LEC/WSP/PSAP
(8)Coordinating w/stakeholders cell sectors	Region			12	
(9)Review and revise Trunk installation schedule	Region			10	Troubleshoot delays/problems
(9)Review deadlines for implementation/delays	Region			16	LEC/WSP/PSAP
(10)Prepare new tasking schedule for PSAP	Region			12	Present at Mtg/ 01/03
(10)Reviewed CMRS reports for PSAPs	Region			32	Reviewed current status
(11)Weekly PSAP updates/e-mails	Region			32	Reviewed & updated status & issues
(11)Monthly Newsletter	Region			4	January Issue
(11)Preparation for Regional Mtg. Packages	Region			10	
(11)Regional Meeting	Region			2	
(11)Prepare draft of annual repot to PSAPs	Region			18	Will be sent out end of 01/03
(12)Preparation for DIT mtg. W/Steve Marzolf	Region			10	Hrs requested for project management
(12)Change format to fiscal year for DIT	Region			6	Fiscal forecast FY2003/FY2004
(12)Mtg. W/Steve Marzolf	Region			1.5	Reporting/fiscal/tasking issues
(12)Monthly report	Region			9	
(14)Troubleshoot delays w/PSAP	Region			3	
			0	318	
	Comple	eted Tasks			
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Issues of Importance					
Issue	Actions Proposed to Resolve Issue	Comments			
Telepage legal action (Brunswick)	Contact County Attorney & work thru delays	Awaitiing follow-up w/Countyn Attorney			
Halifax's Rural Development Loan	Set mtg. W/all parties to approve action plan	Loan was not accepted by County			
Routing Issues for Lunenburg/Farmville/Nottoway	Contacted Emmy Isabell	Sprint update 01/03			
Upgrade from Liberty system for Nottoway	Mtg. W/Board to propose upgrade	Liberty system support ends			